



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Class No. 000989

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Public Administrator/Public Guardian; to assist in managing the overall activities of the Public Administrator/Public Guardian's Office providing conservatorship and decedent estate administration services for the residents of San Diego County; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position unclassified management class allocated only to the Health and Human Services Agency, Aging and Independence Services, Public Administrator's Office. Under administrative direction, the Assistant Public Administrator/Public Guardian is responsible for serving as principal assistant to the Public Administrator/Public Guardian and assisting in the overall management of the Public Administrator/Public Guardian's Office providing conservatorship and decedent estate administration services for the residents of San Diego County.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Public Administrator/Public Guardian's Office providing conservatorship and decedent estate administration and fiduciary services for the residents of San Diego County.
2. Assists in directing the development and implementation of policies and procedures concerning departmental services.
3. Assists in directing the development and implementation of departmental plans and programs.
4. Acts as administrator over estates of decedents and conservatees.
5. Directs the investigations of an estate's assets.
6. Coordinates the activities of other departments and outside agencies in the administration of an estate.
7. Participates in the legal defense of an estate or conservatorship by consulting legal counsel and judges and providing estate information during court testimony.
8. Directs the approval and arrangement of property sales.
9. Initiates ancillary probates from out-of-state as needed.
10. Assists in developing the annual budget for the Public Administrator/Public Guardian's Office, and monitors revenue and expenditure transactions.
11. Conducts fiscal analysis and prepares reports and correspondence.
12. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
13. Perform special studies and projects as assigned by the Public Administrator/Public Guardian.
14. Acts in the absence of the Public Administrator/Public Guardian.

15. Supervises subordinate supervisory staff.
16. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices used in estate administration, guardianship, and conservatorship.
- Laws, regulations, codes, and court decisions regarding estate administration, guardianship, and conservatorship, to include probate court procedures.
- Estate taxation, accounting, and financial procedures.
- Methods of real estate transactions and maintenance of records.
- Principles of the legislative process.
- The interrelationships of governmental agencies and jurisdictions.
- Effects of current and pending legislation on local government.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Policy/procedure development and implementation related to the Public Administrator's Office.
- The General Management System in principle and in practice.
- Automated information systems software and hardware related to health and human services planning support.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in providing conservatorship and decedent estate administration services for the residents of San Diego County.
- Coordinate departmental services with County departments and public/private agencies in the administration of an estate.
- Ensure that departmental activities conform with Federal, State, and local laws and regulations.
- Act as administrator over estates of decedents and conservatees.
- Assist in directing the investigations of an estate's assets and the approval and arraignment of property sales.
- Assist legal counsel in defending an estate or conservatorship and provide estate information during court testimony.
- Identify and resolve departmental operational problems.
- Prepare an annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, review, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in a behavioral science, health and human services, business administration, public administration, or a related field and five (5) years of management or supervisory experience.

NOTE: A master's degree in one of the above disciplines is highly desirable and can be substituted for experience, on a year-for-year basis.

NOTE: Management or supervisory experience in a Public Administrator/Public Guardian office that provides conservatorship and decedent estate administration services for clients, or in a similar health and human services office within a public/governmental agency, is desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Incumbent occasionally works in settings that are hazardous and unpleasant. Incumbent may be exposed to unpleasant sights and smells, insects, rodents and contagious disease.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: July 22, 2005

Assistant Public Administrator/Public Guardian (Class No. 000989)

Union Code: UM

Variable Entry: Y